City of Minneapolis
Division of Employment, Development & Diversity
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612/673-2282 Phone
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Website: www.minneapolismn.gov

SENIOR APPLICATIONS ANALYST   (FSCM)
(PeopleSoft Financials/Supply Chain Developer)

Exam #21277 - Open: Thursday, September 26, 2013 until candidate pool is established determined by HR.

*Annual	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
**SALARY:	$64,386	$67,770	$71,316	$75,088	$79,026	$83,821	$88,616

* Based on the Jan. '12 Salary Schedule.

SALARY NOTE: This position is subject to a market adjustment over and above the salary listed above.
A market adjustment of up to $25,000 may be considered depending on qualification.

POSITION INFORMATION:
There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department. The Senior Applications Analyst (Financials / Supply Chain Administrator (FSCM) / Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments.

THE POSITION IS RESPONSIBLE FOR:
- Supporting the Financials /Supply Chain (FSCM) applications, both technically and for process, and able to back up team members in other roles.
- Evaluation of various directions/possibilities, both technical and process, in efforts to implement new functionality or enhance support of the FSCM applications into the City's processes.
- Leading technical efforts in the research, diagnosis, and resolution of critical situations (FSCM applications are down and/or customers cannot operate effectively). Responsible to develop research plan, communicate technical actions, require assistance from other team members, and able to provide level 1 & level 2 analysis and resolution of critical issues.
- Leading large FSCM applications area projects and other efforts, and able to develop new or modified customizations to the delivered PeopleSoft software.
- Coordinating efforts in the FSCM applications area with other PeopleSoft and interfacing applications.
- Being the liaison person between the customers of the FSCM applications and the BIS staff supporting the applications.
- Providing peer review on design, development, documentation and other efforts, and able to train and mentor others in the FSCM applications area.
- Application Software Development - Application Software Maintenance - Application Software Support - Application Software Testing
- Application Software Documentation - Mentoring other applications staff members:
    - Schedule and assign work tasks.
    - Answer questions on work tasks.
    - Review work products or results.

The City of Minneapolis currently has an integrated ERP application system consisting of PeopleSoft:
- HCM (Human Capital Management) 8.9 (Human Resources, Payroll, Benefits, Self Service, Time & Labor, etc.)
- ELM (Enterprise Leaning Management) 9.0
- FSCM 9.0 (Payables, eProcurement, Purchasing, Cash Management, Contracts, Inventory, Project Costing, Receivables, etc.)
- EPM (Enterprise Performance Management) 9.0 data warehouse reporting, etc.
- Plans beginning in 2013 for PeopleSoft (HR & Financial) application upgrade to version 9.2.

We have implemented Integration Broker between HCM and ELM, and between FSCM and HCM.
Production, Disaster Recovery, Quality Assurance, Training, Development, & Demo environments are used.

Working Conditions: Office setting with daily exposure to computer systems.

SELECTION PROCESS:
Any one or any combination of an evaluation of related education/experience, an oral exam, etc. may be utilized (100%). The right is reserved to limit the number included in any phase. Interview may also include work simulation exercises, candidate assessments, etc.
Background Check and Resume: Both required

REQUIREMENTS: Anyone may apply.

Experience:
- At least six (6) years of experience required, which have included application development and support, including at least four (4) years of experience performing duties similar to those described above and using specific technical tools.
- Prior experience as a Lead Developer / Administrator of PeopleSoft FSCM, (with ideally version 9.x experience) is required.
- Prior experience in PeopleSoft installations, upgrades, & new releases - including Fit/Gap analysis and retrofitting is required.
- Proficiency with PeopleTools (ideally 8.49 or better), PeopleCode, and other tools (SQR, Application Engine, Messaging, Component Interfaces, etc.) is required.

Specifically in working with the FSCM applications, these skills / knowledge are Required:
1. Ability to provide knowledge and recommendations to Finance on technical issues on a daily basis.
2. Ability to review error logs and other information on a regular daily basis and provide information on unusual finding to Finance management and staff
3. Ability to develop and maintain documents which outline maintenance tasks, system restart procedures, troubleshooting, etc. for other Finance administration staff.
4. Periodically monitor use of Finance applications. Develop recommendations for potential improvements.
5. Recommend modifications and bug fixes to software vendor that would enhance Finance satisfaction and reliability.
6. Ability to act as a point of reference for supervisors and trainers on FSCM functional issues.
7. Ability to provide regular reports on issues and projects concerning support.
8. Ability to participate in an on-call rotation schedule and respond to / resolve Finance emergency issues after hours via cell phone/VPN and on site as necessary (with on-call compensation).
- **Note:** Fully describe the duties you actually performed, software / programs / etc. you utilized, your level of responsibility, etc.

Other skills that are Highly Desired include:
Note: The ability to become proficient in these areas is required.
- Knowledge and experience with the full suite of PeopleSoft products installed
- Knowledge and experience with PSAdmin duties and tools
- Experience with relevant DBMS, operating systems, networking, etc. (Windows OS and Oracle DBMS)
- Experience in public sector and public sector accounting.

Education:
- Bachelor's degree in Computer Science, Management Information Systems, or a closely related field.
- **Note:** Interview may not be granted without proof of education. You are encouraged to submit copies of transcripts (showing successful completion of coursework) NOW with your official City application.

Equivalency:
- An equivalent combination of related education/experience may be considered.
- **Note:** If attempting to meet minimum qualifications in this manner, be certain to heed the two (2) "Notes" directly above.

Resume: **REQUIRED**
- You must submit your resume (along with the official City application). **Without it, your application will be deemed as incomplete.** Email it to Joel's attention at Joel.Lampe@minneapolismn.gov. Please mention this job title and Exam #.
- **Note:** Fully describe the duties you actually performed, software / programs / etc. you utilized, your level of responsibility, etc.

Background Check:
- The City has determined that a full, police-conducted background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

APPLICATIONS ACCEPTED:
Dates: Thursday, September 26, 2013 until established pool determined by HR.
Contact: City of Minneapolis Human Resources Office
Phone: 612.673.2282   **Email Address:** Joel.Lampe@minneapolismn.gov

ELIGIBLE LIST WILL EXPIRE 30 (THIRTY) DAYS AFTER BEING ESTABLISHED.

The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer.

IMPORTANT INFORMATION
Please read this announcement carefully before completing your application form.

BE COMPLETE
An official City of Minneapolis employment application form must be submitted for City positions. The information you provide about your education and experience will be used to determine if you are qualified for the position and whether or not you will be invited to the test(s). Fill out your application completely, leaving no blanks. If transcripts, licenses or certifications are required you must include copies of these documents with your application. These documents will not be returned.

QUESTIONS
If you have questions about a position, call the Human Resources Office at (612) 673-2282.

ELIGIBILITY FOR EMPLOYMENT
The 1986 immigration and Control Act requires us to verify eligibility for US employment. New employees must present documents such as birth certificate, social security card, green card or other proof within 72 hours of starting a new job.

RESIDENCY REQUIREMENT
You do not have to live in Minneapolis to apply; anyone who meets the requirements for a position can submit an application.

AFFIRMATIVE ACTION POLICY
The City of Minneapolis is an Affirmative Action/Equal Opportunity employer. The city hires and promotes without regard to race, creed, color, age, religion, sex, marital status, status with regard to public assistance, national origin, physical or mental disability or affectional preference. If you believe that this policy has been violated, you may call the City's Affirmative Action Divisions at (612) 673-2282 or (612) 673-2085.

VETERAN'S INFORMATION
For qualified veterans, who are able to provide the proper support documentation, five points (ten points for disabled veterans) will be added to your test score. More information is provided on the application form.

TESTING POLICY
The City reserves the right to limit the number of people invited to test or to be invited to successive testing events.

PERSONS WITH DISABILITIES
The City encourages applications from persons with disabilities. Reasonable accommodation is available for testing and employment. The TTY number is (612) 673-2157. To arrange other types of test accommodation, fill in the confidential data form attached to the application form or call the telephone number listed on the job announcement. The job announcement is a general description of job duties. Essential and non-essential accommodations may be available for both essential and non-essential job duties.

PHYSICAL EXAMINATION
Appointment to some positions requires candidates to take medical examinations. These positions include Firefighter, Police Officer and others. A serious medical condition that prevents you from carrying out the duties of the position will cause you to be disqualified from that position. Some positions require a drug and alcohol test only.

BACKGROUND INVESTIGATION
Appointment to some positions will require that a background investigation be conducted for criminal history and/or qualification check. The job announcement will indicate if a check is required.

WAGES AND BENEFITS
The City's wage and benefits package is competitive with those offered by the private sector. The City provides health care, sick leave, dental and life insurance as well as retirement and survivor benefits. All permanent full time employees earn at least 12 days of vacation per year. There are 11 paid holidays per year.

PROMOTIONAL OPPORTUNITIES
The City encourages its employees to seek promotions to higher paying, more responsible positions. There may be training offered or training funds available for employees; check with your supervisors for available information.

CITY OF MINNEAPOLIS HUMAN RESOURCES
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MINNEAPOLIS, MN 55415-1339